



Training Opportunity

Course Title:	Business Writing & Grammar Skills
Date(s)/Time:	12-13 Jan 2004 08:30 a.m. – 4 p.m.
Location:	Four Points Sheraton Airport, 5351 Simons Blvd, Columbus, GA
Tuition:	\$297
Vendor:	National Seminars
Course Manager:	Marsha Samples 356-842-6543/DSN 788-6543 marsha.samples@us.army.mil
Cancellation Policy	Cancellations are permitted until the registration deadline of 29 Dec 2003; however, they must be coordinated with the Course Manager. Organizations will be charged for cancellations received after this date

Who Should Attend:

Because exceptional writing skills are the mark of exceptional professionals, this workshop should be considered a career essential for all success-minded professionals.

Course Description:

Developed exclusively for business professionals, this comprehensive two-day workshop delivers solid tools and techniques that will help you add clarity and power to all your business documents. You'll learn dozens of proven tips, techniques and shortcuts for getting your thoughts organized fast and your words flowing freely - even if writing does not come naturally to you.

In hands-on skill-building practice sessions, you'll hone your unique writing style under the personal instruction of a writing pro - your dynamic trainer who makes learning fun! You'll discover how to take the aggravation and frustration out of writing, how to become a more compelling communicator - and how to eliminate embarrassing mistakes!

You'll continue learning even after this essential training ends, thanks to the free copy of Business Grammar & Usage you'll receive. This exceptional working reference guide will serve as your personal desktop grammar resource for years to come - and is available only through National Seminars Group.

Registration Information:

Registration Deadline: 29 Dec 2003

Participants should follow local procedures for securing approval to attend this course. Payment will be made using the government credit card. Your organization's Credit Card Holder should complete and e-mail or fax a payment authorization sheet to Marsha Samples NLT 29 Dec 2003. Click [here](#) for the payment authorization sheet.